Defense Manpower Data Center (DMDC)

Online TAP Tool

2 May 2013

RESPONSIBILITY

USERS

- Command Career Counselors / Collateral Duty Career Counselors
  - Responsible for completion and submission of DD 2648 (or DD 2648-1) and DD Form 2958 online as required by law
  - To obtain access to DMDC/TAP you must complete **SAAR Form DD 2875** (TAP site requests v 1 1)
    - Complete Parts I (block 11 MUST be digitally signed using your CAC), II and III
    - Email completed SAAR to tom.albert@navy.mil or david.greene@navy.mil
    - Contact OPNAV N135F, (901) 874-4254 or (901) 874-6545 for additional guidance

Pre-Separation Counseling

- **Pre-separation should be conducted 9-12 months from EAOS**
- **Per NAVADMIN 300/11 All 2648/2648-1s have to be completed via the DMDC website www.dmdc.osd.mil/tap**
  - **Print a copy and have member sign it, two copies to member and maintain one for your retain file**
- **Counseling shall include at a minimum:**
  - **VA e Benefits registration**
  - **Issuing of DD Form 2958 (ITP checklist) and ITP**
    - **ITP block 1 to be initiated**
  - **Discuss required documentation for attending TGPS/TAP**
  - **Schedule member for TGPS or VA Benefits (for exempt members only)**
    - **Attendance at legacy TAP suffice for meeting the requirements of VOW Act/VEI.**

DD Form 2958 ITP Checklist

- **Section I – Member Information (completed by CCC w/mbr)**
  - Block 8/9 required for documentation of Exemptions
- **Section II, III & IV (completed by member as they work through ITP)**
  - Bold items indicate CRS and must be met based on member's desired track
    - ALL required to meet blocks 10, 13, 14, 15(AC) and 20
    - Employment track - additional blocks 15, 16, 17, 19, 22, 23
    - Educational track - additional blocks 19, 25, 26, 27
- **Section V – Required for those at risk of not attaining employment or educational goals after separation.**
- **Section VI – Upon review of sections II-IV and member's ITP the Transition Counselor and member's command representative must verify whether or not CRS has been met.**
  - Either FFSC Staff or CCC may sign block 32a; block 33a must be signed by member's command.
- **Ensure DD Form 2958 is electronically submitted to DMDC**